

DATE:

Washington Department of Fish and Wildlife

**APPLICATION FOR FUNDING
TO CONDUCT VOLUNTEER COOPERATIVE FISH AND WILDLIFE PROJECT**

I. APPLICANT INFORMATION

Applicant or Organization:	
Project Title:	
Project Manager:	
Address:	
Telephone, Days:	Evenings:
Fax:	E-mail:

II. PROJECT LOCATION Attach a Project Area Map (no larger than 8.5" X 11") which clearly indicates the project site(s).

County:
Section:
Township/Range:

III. PROJECT DURATION Start Date: _____ End Date: _____

IV. PROJECT DESCRIPTION Attach no more than two additional sheets (8.5" X 11", single sided) which describes the project including how it will be monitored and maintained.

V. PROJECT BUDGET Attach additional sheets (8.5" X 11", single sided) which shows how the project budget will be used, lists any additional funds and their source, in-kind contributions.

Total requested from department: \$
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VI. VOLUNTEER ACTIVITY Describe the activities volunteers will perform, the number of volunteers directly involved and the estimated total volunteer hours needed to accomplish this project:

VII. DEPARTMENT ASSISTANCE Detail any technical assistance, equipment, supplies, and materials required from the Department.

VIII. PROFESSIONAL ASSISTANCE Describe any elements of the project which will use sub-contractors, consultants, or other, PAID professional services.

IX. PERMITS OR AGREEMENTS NEEDED List any permits or agreements (in addition to permits needed to raise or release game birds or game fish) needed to accomplish the project. Examples include building permits, landowner agreements, hydraulic project approvals, water rights, shoreline permits, zoning variances, etc.

X. DECLARATION

I, _____, certify that the information contained in this application describes the complete range of activity and estimated costs essential to performing this project. It is further agreed and understood that if this proposal is accepted I will faithfully perform the duties of Project Manager, notifying the Department promptly of any changes or conditions which would alter the proposal or threaten its successful completion.

SIGNATURE_____

Washington Department Fish and Wildlife
VOLUNTEER COOPERATIVE FISH AND WILDLIFE ENHANCEMENT PROGRAM
APPLICATION INSTRUCTIONS

Persons and organizations applying for funding for Volunteer Cooperative Fish and Wildlife Enhancement Program projects must complete the accompanying application form.

In addition to the form, applicants must provide a narrative description limited to no more than two pages, a map indicating the project location and a detailed project budget.

The accompanying "Rating and Evaluation Form" explains the primary criteria upon which all proposals will be rated.

The accompanying "Cooperative Projects by Type" describes many of the elements usually incorporated in acceptable proposals and is provided to assist applicants in determining features which can be used to establish project goals.

Please take the time to read these instructions. If you have questions, call the Cooperative Projects Coordinator at 360-902-2806 during business hours, or reach us by FAX at 360-902-2157

- I. APPLICANT INFORMATION** Provide all information requested. It is very important that the person who will be the primary contact for the application be identified as the Sponsor.

If the application is accepted for funding, the Project Manager will be required to sign a Cooperative Project Contract with the Department assigning that person with responsibility; for conducting the project, keeping the project records, and responding to requests for information, including quarterly progress reports.

- II. PROJECT LOCATION** In addition to providing the information requested in the spaces under this heading, provide a Project Area Map suitable for photocopying.

The Project Area Map should clearly show the exact location(s) where the project will occur. It must be no larger than 8.5" X 11", single-sided.

To assist proposal reviewers, more than one map may be attached to show the general location of the project within a county, and a more specific map depicting the project site. A 1:2400 USGS Quad. Map, a Metzger Map Co. county map, or similar style map is preferred.

- III. PROJECT DURATION** Please indicate the desired Start Date and End Date in the spaces provided.

Remember that all project funds must be used before the end of the state's biennial budget period which ends on June 30th of each odd-numbered year.

In the event your project will be for multiple years, you should indicate the latest date that funding will be required as the End Date.

No funds “carry over” and no bills which are incurred beyond this date can be paid from grant funds.

IV. PROJECT DESCRIPTION Provide a narrative description of the proposed project.

The narrative should clearly state the expected public benefits, need for the project, benefits to fish and wildlife and any other value which the project may produce.

Include a description of how the project will be monitored and maintained.

Please refer to the attached “Cooperative Projects by Type,” and the “Rating and Evaluation Form” for the specific criteria which will be used to qualify applications or acceptance.

Your Project Description should address the applicable elements in these documents.

V. PROJECT BUDGET Please provide a Project Budget which clearly shows how you determined the amount of funding you are requesting.

- ◆ If you are obtaining funds from other sources, provide information which shows the amount, source and intended use of these funds.
- ◆ Volunteer Cooperative Fish and Wildlife Enhancement Program funds are intended to support *volunteer* activities. No funds will be allowed for salaries, wages, and benefits.
- ◆ Washington State sales tax must be paid on all purchases made from grant funds. When estimating the costs of goods, services, and equipment, be sure to allow enough to cover sales tax.
- ◆ No funds may be used for Administrative Overhead. Office supplies, postage, copies, etc. may be included as Goods and Services line items, but overhead charges are not allowed.

Display your Project Budget in a line item format.

Distinguish between items which you intend to purchase with grant funds and anything which you will obtain by donation.

If your project will require funding beyond the end of the biennium (June 30 of odd-numbered years) display your budget in a format which shows how the budget will be allocated over its’ anticipated entire lifespan.

Prepare your budget using these five categories:

- ◆ **GOODS and SERVICES** are the essential supplies you may be purchasing to perform your project. Examples include lumber, hardware, plant material, and similar supplies.
- ◆ **TRAVEL and PER DIEM**, when required to perform an approved project, are allowable budget items. This includes private vehicle mileage and allowance for meals and lodging for volunteers.
Travel reimbursement for volunteers is calculated on the same basis as for regular Department employees.
Claims for Travel expenses will be made on forms supplied by the Department.
- ◆ **PURCHASED SERVICES** are generally essential services which must be purchased from a vendor engaged by the project.
Examples we commonly see are the rental of heavy equipment with an operator needed to perform grading or excavation.
- ◆ **EQUIPMENT** is anything in the way of durable supplies essential to the performance of a project.
Example include things like outboard motors, power tools, radio telemetry equipment, etc.
Any equipment purchased by granted funds will be tagged with a state inventory number and becomes state property. It may remain in the custody of a volunteer group while a project is being conducted but must be surrendered to the Department at the conclusion of the project.
- ◆ **CONTRACTED SERVICES** are generally professional services such as consulting engineers, architectural services, landscape design services provided by paid contractors. Although allowed in some cases, projects which submit budgets where contracted services comprise the majority of the grant activity are not encouraged.

VI. VOLUNTEER ACTIVITY All volunteers who participate in an approved project must register as volunteers on forms which will be provided by the Department.

It is the responsibility of the Project Manager to obtain these registrations and see that registered volunteers complete volunteer time sheets to assure that participants are covered by Washington State Labor and industries (L&I) Insurance.

Volunteer forms must be submitted to the Cooperative Projects Coordinator.

On the application we are seeking an estimate of the number of volunteers and the estimated number of hours they will expend on the project.

If any of your volunteers have special qualifications or skills which may contribute to the success of the project, mention them here.

Volunteers who will be supervising or using minors as volunteers will be required to undergo a criminal background check.

VII. DEPARTMENT ASSISTANCE A Project Liaison from Department staff will be assigned to every project.

If you have a preference for a particular individual to serve in the capacity, and it is possible to use that person as your liaison, indicate the employee's name, title, and telephone number on the application.

If your plans require the use of Department-owned equipment or facilities, please indicate what they may be and the approximate dates-required.

VIII. PROFESSIONAL ASSISTANCE If you will need to engage the services of sub-contractors, consultants, or the like, please indicate what they will do, the estimated cost of such services, and whether state or other funds will pay these costs.

IX. PERMITS OR AGREEMENTS NEEDED Projects are not exempted from permits because they are Department-sponsored.

Applicants should check with appropriate State, County, or City authorities to determine what permits may be needed.

Certain permits, such as Hydraulic Project Approvals and Scientific Collection Permits issued by the Department may be needed to perform cooperative projects.

The Department also has Landowner Agreement Forms which are entered into as a means of assuring the longevity of some projects.

The cost of permits are allowable budget items.

You may find it helpful to call the Washington State Department of Ecology's Permit Assistance Center in Olympia (360-) 407-7037.

Applicants are strongly urged to consider the time needed to obtain permits.

X. DECLARATION If your application is accepted for funding, the person designated as the Project Manager will sign a contract making him/her responsible for organizing project volunteers, authorizing expenditure of project funds, maintaining project records and sending quarterly reports related to the project to the Department.

COOPERATIVE PROJECTS BY TYPE

Grants to perform Volunteer Cooperative Fish and Wildlife Enhancement Projects organized under RCW 77.100 fall into five main categories.

Although they share many common characteristics, i.e., performed by volunteers, have the goal of producing benefits available to the public, etc., their distinguishing features demand separate standards for their accomplishment and evaluation.

1. HABITAT DEVELOPMENT PROJECTS. These include activities to restore and /or preserve the life sustaining conditions for fish, game, and non-game wildlife species. Typical activities may include plantings to produce cover, food plots, streambanks stabilization, passage for anadromous fishes, fencing to exclude livestock intrusions to streams or other activities deemed by WDFW to be in the interest of the resource.

Whether these types of activities occur on private or publicly owned lands we seek to make improvements to habitat which yield measurable products.

Performance measures include:

- a. A measurement of the habitat improved by the project which can be expressed in square feet, acres, miles.
- b. The percentage increase in plantings which will result from the project.
- c. An estimate of the amount of potential spawning area (miles of stream) opened up by the project.
- d. Any other value which may be expressed numerically which would qualify as an enhancement.

2. RESEARCH PROJECTS. These include worthwhile fish and wildlife research activities which have an obvious public benefit, and whose products (by law) can be made immediately available to the public.

Research projects which assist in increasing public knowledge about the numbers and movements of fish and wildlife species for consumptive and/or appreciative use should be given a higher priority than research which concentrates on the more narrow, specialized scientific inquiry typical of many department activities.

Performance measures includes:

- a. Activities which require the additional staff afforded by volunteers to assist WDFW scientific personnel for their completion.
- b. Research which utilizes the specialized skills of non-departmental specialists available to contribute their expertise as unpaid volunteers.
- c. A plan to publicize the research results to the public.

3. FACILITY DEVELOPMENT PROJECTS. Generally these include improvements which provide greater access to fish and wildlife recreational opportunities for consumptive and/or appreciative use by the public. Examples include trails, fishing platforms, and wildlife viewing stations.

Access projects undertaken by volunteer on department owned or managed lands must be usable by the physically challenged and meet the standards of the Americans with Disabilities Act (ADA).

Facility development projects may also include the creation of greater capacity for rearing salmon, trout, and warmwater species which will be available for recreational and commercial exploitation by the public, including tribes.

Performance measures include:

- a. An estimate of the number of person-days of use per year which may be expected from the creation of such facilities.
- b. An estimate of the potential increase in fishing opportunity created by additional rearing capacity.
- c. An estimate of the potential increase in local economic activity which can be related to undertaking a project.

4. ARTIFICIAL PRODUCTION PROJECTS. These projects have the goal of increasing recreational, commercial, and tribal fishing opportunity, but may also include the incubation and release of game bird and non-game species for consumptive and appreciative use.

The propagation of threatened and endangered fish and wildlife species by volunteers which have the goal of producing self-sustaining populations of a particular species may also be considered as worthwhile subjects for cooperative projects.

Performance measures include:

- a. An estimate of the amount of increased fish and wildlife which would result from a project.
- b. An estimate of the potential local economic benefits.

5. EDUCATION PROJECTS. These projects increase appreciation for the importance of fish and wildlife resources among project participants, the general public and schools.

The creation of interpretive materials, signage, and publications for public distribution or display with the goal of imparting an understanding of the natural world are significant elements of volunteer education projects.

Although last on our list of suitable subjects for volunteer projects, educational efforts probably have the greatest potential for fostering enduring conservation ethics when thoughtfully exploited.

Performance measures include:

- a. The number of participants who could be exposed to the conservation message(s) and their ages (school children/adults, etc.)
- b. The contribution volunteers can make upon completion of watershed/ecosystem assessments.
- c. The opportunity for reaching the larger community by creating a desire to develop and maintain fish and wildlife stewardship in local areas.
- d. The potential for stimulating awareness of the significance of viable fish and wildlife populations and quality habitats.

CRITERIA FOR EVALUATION PROPOSED COOPERATIVE PROJECTS

10. To qualify for funding, proposed projects must be VOLUNTEER projects. That is, projects which are substantially performed and managed by unpaid, non-agency personnel.
11. Proposals which seek funds for work which would replace activity for which the agency receives funding, or has assigned employees who are expected to perform the specific activities in an application as a part of their regular duties do not qualify.
12. Projects must yield a product which will be available to the general public in the form of increased knowledge, additional fish and wildlife recreational and nonconsumptive opportunity, improved access to fish and wildlife recreational opportunity, additional fish and wildlife habitat or have the likelihood enhancing the preservation of threatened/endangered species.
13. Acceptance of projects for funding should not create additional maintenance and operation obligations on the agency.
14. Acceptable projects should not create risk management issues which endanger the safety of project volunteers or the intended users of the product of the project.
15. Acceptable projects may rely on the advice and consultative skills of agency technical staff but not the extent that they may reduce the ability of such advisory staff to perform their regularly assigned duties.
16. Proposals which increase public visibility by imparting an enduring conservation message beyond the effects on the direct participants in the project will be considered of a higher value than those which do not.
17. Proposals which utilize additional sources of funding may receive higher consideration than those which do not.
18. Proposals which utilize volunteers with special technical skills for their completion will receive higher consideration than those which do not.
19. Proposals which require substantial funds to hire contractors or other consultative assistance for their completion are discouraged.

For the information of applicants, a copy of the Rating and Evaluation Form for volunteer cooperative projects is reproduced on the back of this page. Do NOT complete this form, it is provide for your information only.

Washington Department of Fish and Wildlife
RATING AND EVALUATION FORM
VOLUNTEER COOPERATIVE FISH AND WILDLIFE
ENHANCEMENT PROGRAM

Project Title:
Applicant:
Reviewer:

20. Would the public benefit from this project?
0 1 2 3 4 5 6 7 8 9 10
21. How would you rate the level of volunteer effort?
0 1 2 3 4 5 6 7 8 9 10
22. Does the applicant appear qualified to do the project?
0 1 2 3 4 5 6 7 8 9 10
23. Has the applicant obtained donations or other funds to perform the project?
0 1 2 3 4 5 6 7 8 9 10
24. Is this project likely to product measurable results?
0 1 2 3 4 5 6 7 8 9 10
25. Could this project be a model for similar activity elsewhere?
0 1 2 3 4 5 6 7 8 9 10
26. Is the project accessible to and usable by persons of disability?
0 1 2 3 4 5 6 7 8 9 10
27. Does the project budget appear reasonable?
0 1 2 3 4 5 6 7 8 9 10
28. Does the project lend itself to publicizing fish and wildlife issues?
0 1 2 3 4 5 6 7 8 9 10
29. Is there community support for this project?
0 1 2 3 4 5 6 7 8 9 10

TOTAL_____

**RETURN THIS FORM TO THE COOPERATIVE PROJECTS COORDINATOR NO
LATER THAN _____.** Questions? Call 360-902-2806.